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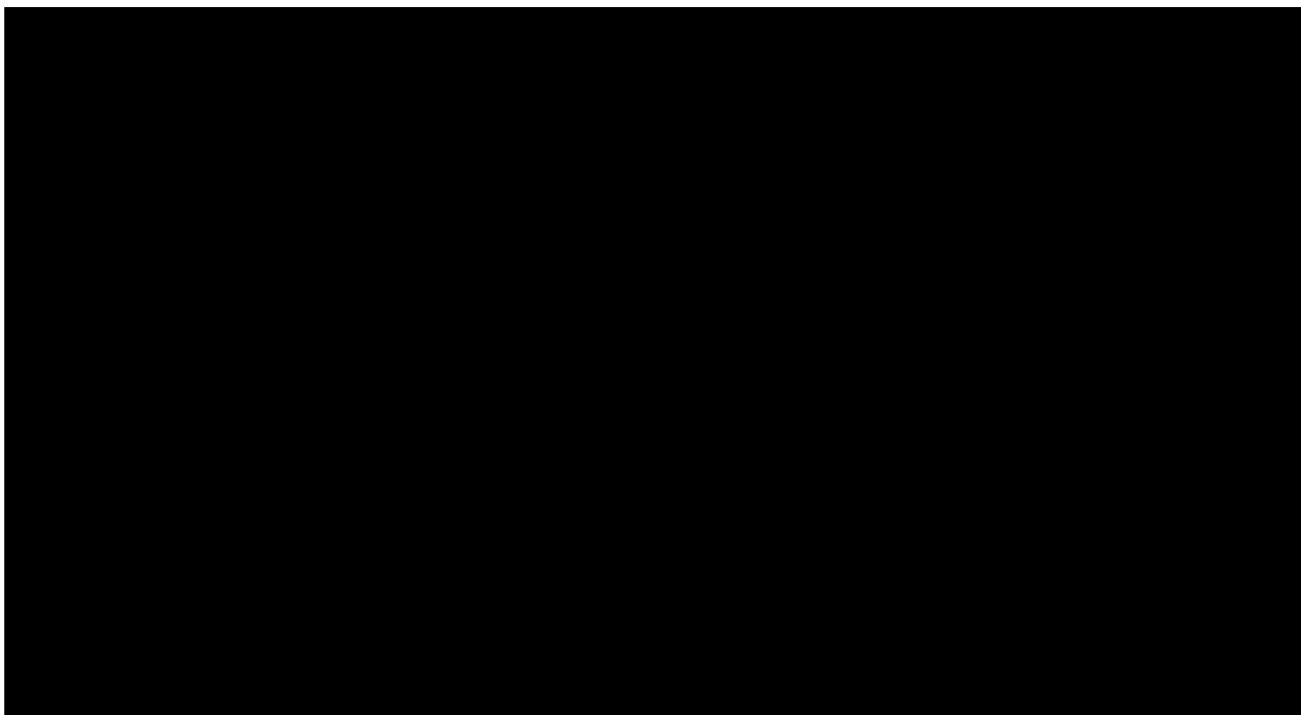
15 July 1965

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5/18  
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9/1*

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Weekly Report of the Office of Training  
15 July 1965**

25X1C



25X1A

**2. Training Program for** [REDACTED]

25X1A

At the request of the Executive Director-Comptroller, a training program for [REDACTED] CIA Public Information Officer designate, was prepared and submitted to Colonel White who gave it his approval. In addition, a series of briefings by the different Directorates is being scheduled.

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

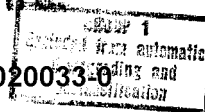
CLASS. CHANGED TO: TS **SECRET** 2012

NEXT REVIEW DATE:

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DATE: 19/01/81 REVIEWER: 01893

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**3. Items from**

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**FY 1965.**

ended fiscal year 1965 with \$1,225.05 in unobligated funds and with \$1,452.93 in unused cost authority. In addition, there were no outstanding requisitions requiring procurement action.

25X1A

The building is 45% complete. The underground cable installation by the Telephone Company was completed on 1 July. Work is in progress on furnishing and installing an air-duct unit. Interior electrical circuits are essentially complete. Installation of ceilings and wallboards is expected to begin on 8 July. Forms for footings of a garage are being installed.

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**4. CIA Quota for Submarine Indoctrination Course.**

OTR has been informed by Lt. Commander Ralph Enos, the new Coordinator, that the Navy has now officially assigned CIA a quota of

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one space for each running of the New London Submarine Indoctrination

25X1A

Course. [REDACTED] NPIC, is CIA's candidate for the

25X1A

26 July class.

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6. DIA Glossary

25X1A

[REDACTED] DIA, has reported that DIA is preparing a new glossary of intelligence terms and requested permission to use some of CIA's own terms. After reminding him of the classification problem, we suggested that DIA let OTR look at their version in draft, as elements in the Clandestine Services as well as OTR are involved in any CIA clearance. [REDACTED] agreed to do so.

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7. Basic ADP Course in Off-Campus Program

In view of the increasing emphasis within the Agency on Automatic Data Processing (ADP), arrangements have been made with American University to include a basic ADP course in CIA's fall Off-Campus Program. This is a pilot venture to determine Agency interest in ADP training. If sufficient interest is shown, we would hope to increase our off-campus offerings and possibly gear them to the "Certificate Program in Data Processing" offered by American University.

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**8. Summer Employee Briefings**

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With respect to the Civil Service Commission's Summer Employee Program, it has been agreed between OTR and the Office of Personnel that our own Entry-On-Duty Orientation for summer employees plus briefings in the individual offices to which they are assigned will meet the requirements for in-house training. The Office of Personnel will advise CIA components of their responsibilities in this matter, suggesting the kind of briefing that should be given these employees. In addition, OTR is requesting identification cards for eighty-one of the summer employees to enable them to attend the two general sessions to be held at the Sheraton-Park Hotel and at the White House.

**9. Personnel Notes**

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[REDACTED] instructor in CIA's Language School, has received an offer from the Human Resources Research Office of George Washington University to serve as a consultant in connection with a language project that is being developed by the University. [REDACTED] will take steps to obtain the necessary approvals before accepting this offer.

25X1A

SIGNED  
MATTHEW BAIRD  
Director of Training

Attachments - 2

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**OTR (Internal) Attendance for Week of:  
6-9 July 1965**

<b>Category</b>	<b>FT</b>	<b>PT</b>	<b>Tut</b>	<b>Total</b>
<b>Operations</b>	123	---	---	123
<b>Intelligence</b>	38	---	---	38
<b>Communication</b>	---	---	---	---
<b>Management</b>	---	---	---	---
<b>Clerical</b>	15	137	---	152
<b>Communism</b>	---	---	---	---
<b>Language</b>	31	133	---	164
<b>VLTP</b>	---	80	---	80
<b>Tutorial</b>	---	---	23	23
<b>TOTAL</b>	<u>207</u>	<u>350</u>	<u>23</u>	<u>580</u>

**OTR (External training)**

**Week of 6-9 July 1965 -- 103 Agency employees in  
78 external courses or  
programs.**

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Statistical Data - Career Trainee Class July 1965

Average Age 27

Internals 27

Externals 39

Total: 66

Number Married 39

Number Single 27

Number of Military 4

1/Lt 1

2/Lt 3

Grade Breakdown:

GS-07 13

GS-08 28

GS-09 16

GS-10 3

GS-11 1

GSM-14 1

Number of colleges and universities  
attended 66

Foreign schools attended 4

Graduate degrees 26

Number of states represented 23

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification